

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
OCTOBER 19, 2009**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Judy Igielski, Richard Jaworski, Iris Larsson, Maureen O'Connor Lyons, Eric Rothauser, Diane Stamm, Trudie Walker, Sue Wright

BOARD MEMBERS ABSENT

Anna Eddy, Sue Halpin, Tony Palermino, Neil Ryan

STAFF

Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISON

David Nagel

TOWN COUNCIL LIAISON ABSENT

Kris Nasinnyk

FRIENDS MEMBERS

Mary Jane Michaels

CALL TO ORDER

The meeting was called to order by Eric Rothauser at 7:03 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy read thank you notes from Dr. Perlini and Maureen O'Connor Lyons, and a note from Marie Dowling.

MOTION: Judy Igielski made a motion to accept the minutes of the regular monthly meeting of September 14, 2009, Sue Wright seconded the motion, and the motion to accept the minutes of the regular monthly meeting of September 14, 2009 was unanimously approved with a 10-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that she has been paying bills. She has also received approximately \$500 in memorial gifts. She reviewed the Vanguard accounts and on December 31, 2008 they were at \$176,583 and as of September 30, 2009 they were at \$205,387. The Oakmark account on January

1, 2009 was at \$37,000, on July 1, 2009 at \$44,000, and on October 1, 2009 at \$53,000. Iris did state her concern about not receiving any information from the accountant regarding the separate Hanel and Sliva funds. Eric commented that he would contact the accountant about these reserve funds.

V. LIBRARY DIRECTOR'S REPORT

Marian was not in attendance. Lisa began her report by thanking the Board for a wonderful time at the Staff Appreciation Event held on Friday, October 16th. She stated that staff has been talking about the museum and the food and how fantastic everything was. Diane commented that thanks should also go to Anna for all of her hard work putting together this event.

Lisa distributed a questionnaire to the Board. This questionnaire is on the expansion study. Staff has been working on this questionnaire for a meeting scheduled for November 11th with a representative from Kaestle Boos.

The Overdrive Bookmobile came to the Library in September. Over 100 people were shown how to download audio books. Channel 3 covered this event. This was the only Connecticut stop for the Overdrive Bookmobile.

A Mariachi Band performed and over 90 people were in attendance. Staff member Carlie Peterson played with the band.

September 2009 traditional circulation statistics increased over 6% from September 2008. Over 20,000 people entered the building during September, and reference questions increased 11%. There is now an instructional video on the website on how to renew items on-line; a how to place a hold on-line will be coming soon.

The budget holdbacks have affected the INFO anytime program which is now discontinued, along with no longer receiving the Boston Globe of AP Images on-line.

Upcoming programs include Every Patient Tells A Story on October 26th, Vampires in New England on October 27th, Telebration on November 14th, and the Friends Book Sale on November 21st and 22nd.

Lynn Caley's conservation program is doing fabulously. Electrical usage went down 12% in September and 19% in October. Staff is learning to turn off computers, printers, and lights.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa had no report.

VII. FRIENDS OF THE LIBRARY

Mary Jane Michaels distributed sign-up sheets for help at the Friends Book Sale on November 21st (9:00 AM to 5:00 PM) and 22nd (Noon to 4:00 PM). There are over 300 boxes in the storage container. Telebration will take place on November 14th.

Sue Wright distributed a timeline on the Friends 50th Anniversary and asked that Board members sign up to work on a committee. There will be a general meeting on October 20th at which time subcommittees will be formed.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Opening for a Democratic Appointment to the Board

Neil was not in attendance. Judy reported that the Democratic Town Committee has a couple of names for this position.

B. Investment Committee

Eric had no report. He indicated that Neil Ryan will now chair this committee.

C. House Committee

1. Update on Projects

Diane told the Board that the new brick walkway has been installed; however no tree has been planted to date. She would like to schedule a walk-through with the House Committee after tonight's meeting. She thinks the next major project will be working on the shutters.

D. Facility and Site

Paul stated that the last time he spoke with Lenares Landscaping there was talk of finishing up the clean-up of the property next door. The Town has agreed to mow the grassy area. Iris is concerned that there is still a lot of debris on the property and it needs to be removed. Iris will now be the chair of this committee. The Board stated that the bill should not be paid until the clean-up of the property is done to their satisfaction and what was originally agreed upon with Lenares Landscaping.

E. Fund Development

Anna was not in attendance.

F. Budget

Trudie had no report.

IX. OLD BUSINESS

A. Staff Appreciation Event – Friday, October 16 at 5:45 PM

Eric commented that this event was fantastic and that Anna and her committee did a wonderful job with the caterer and the location. He expressed his thanks to Anna and the committee for organizing this event.

B. Hanel Event – Sunday, October 18th at 2:00 PM

Eric attended this event and said it was spectacular. Over 200 people were in attendance. Judy commented that the refreshments were great and thanked the Friends.

C. Expansion Study Update

Lisa spoke about this earlier and reiterated that the completion of the questionnaire is the next phase. There will be a two hour meeting with a representative from Kaestle Boos on November 11th.

X. NEW BUSINESS

A. Town Plan of Conservation and Development 2020

Eric reported that he, Judy, and Diane attended the public hearing on this 10 year plan. The Library is mentioned in the plan with regard to the expansion. There is also some language in the plan on the opening of Mill Street. He feels that this will be evaluated, but not required. The plan focuses on the Town Hall/Library/Senior and Disabled Center as a campus atmosphere and more pedestrian friendly.

B. Committee Assignments 2009-2010

Eric stated that the Board had a list of the committee assignments in their folders. If anyone has any questions or concerns, they should email Eric. Eric indicated that the only committee assignments not listed on this document is for the Race Committee. He stated that he has been co-chair of this committee for six years and now would like to have someone else take over this responsibility. The co-chair basically handles the preplanning of the event with t-shirts, sponsors, etc. Kevin Mason handles the Race Day activities. Eric asked the Board if anyone is interested in serving as co-chair of the Race Committee to please email him.

The Board list showed that the terms for Sue Wright and Richard Jaworski were up in November 2009. They will contact the appropriate people to be reappointed.

Lisa reported that the first Sunday hours are scheduled for November 1st.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Paul Crosswaith made a motion to adjourn, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 10-0 vote at 8:10 PM.